

**MINUTES OF THE FULL COUNCIL MEETING  
HELD VIA VIDEO CONFERENCING UNDER THE LOCAL AUTHORITIES  
(CORONAVIRUS) (MEETINGS) (WALES) REGULATIONS 2020  
ON THURSDAY, 13<sup>TH</sup> MAY 2021 AT 6PM**

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

**COUNCILLORS:**  
W. CURTIS  
MS T. DAVIES  
K. FINN  
J. HARLE  
P. JAMES  
MRS L. JONES  
MRS J. L. LOCKYER  
B. MACCATHAIL  
A. MCGRATH  
MRS. S. MILLER  
A. MUSAIED  
MRS S.M. PENRY  
MRS S. PRICE  
M. PROTHEROE  
A. SIMS  
J. WARMAN

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

The Chair welcomed the three newly elected Councillors to the Meeting and explained the Meeting protocol.

Cllr. B. MacCathail and Cllr. Ms T. Davies entered the Meeting.

**6837 TO RECEIVE APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr. J. Evans and Cllr. G. Morgan

**6838 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS**

Declarations of interest were received from Cllr. M. Protheroe in respect of item 8 on the Agenda, from Cllr. Ms T. Davies in respect of item 15ci on the Agenda and from Cllr. W. Curtis in respect of item 11b on the Agenda.

**6839 TO DISCUSS AND AGREE FORMAT OF FUTURE FULL AND COMMITTEE MEETINGS**

Councillors had received an outline report prior to the Meeting asking to clarify which meeting and committee arrangements, post lockdown, they wished to make.

Members discussed the options. **RESOLVED:** After Discussion it was proposed, seconded and agreed by a vote of 13 for, 1 against and 2 abstentions to hold Full Council Meetings in person at Neath Town Hall, socially distanced,

and when regulation allow, return to Council Chambers. Members agreed to continue to hold all Committee Meetings remotely.

#### **6840 TO APPROVE AS A TRUE AND CORRECT RECORD**

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

###### **i. FULL COUNCIL MEETING HELD ON 1<sup>ST</sup> APRIL 2021**

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

p. 11 – 6833 – Members were given an update on the contract for the floral arrangements for the town.

###### **ii. ESTATES COMMITTEE MEETING HELD ON 15<sup>TH</sup> APRIL 2021**

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

###### **iii. FINANCE COMMITTEE MEETING HELD ON 29<sup>TH</sup> APRIL 2021**

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

p. 18 – A Member stated that a minute's silence was held for Mr Phil Havard who recently passed away, and asked that it be minuted.

p. 22 – 1224 – A Member asked if there was an update regarding the Charity account. The Finance Officer stated that they were waiting for a letter from the bank.

p. 20 – A Member stated that they were unhappy about a skip being located in the Cimla Community Centre car park. It was explained that this was agreed previously and this is where NTCs maintenance staff could collate trade waste instead of multiple trips and costs to the refuse centre.  
**RESOLVED:** Finance Officer to speak with Trade Waste.

Cllr. J. Harle disconnected from the Meeting.

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

All Resolutions agreed.

#### **6841 TO RECEIVE THE CLERK'S REPORT**

##### **A. GENERAL MATTERS**

Councillors had received an update report prior to the Meeting.

The Town Clerk updated Members on repeated, multiple thefts at Neath Castle and the Roundhouse. Police were informed and CCTV footage had been released.

Councillors were informed that a member of staff had had their bag stolen from the Café. **RESOLVED:** Members asked that Café staff lock their personal belongings in the Café office at all times. Members were informed that the keys for the Orchard Street building were in the bag, therefore, the locks had to be changed and costs were given.

Cllr. J. Harle returned to the Meeting.

The Town Clerk informed the Meeting that an edge of the masonry had fallen from the Town Hall roof. Contractors were asked to return to the site immediately to ensure all other masonry was secure, which the contractors confirmed it was.

The Clerk stated that due to COVID, the company which was used to install the town's bunting had ceased to trade. Members were asked if they knew of any companies who could provide the bunting installation and removal service for the town centre. **RESOLVED:** Councillors to provide information to the Clerk.

The Town Clerk stated that costs to secure the shed at Neath Castle would be discussed at the next Estates Committee Meeting. The Meeting discussed CCTV at the Castle.

## B. CORRESPONDENCE

<b><i>Correspondence Received</i></b>	<b><i>Actions</i></b>	<b><i>Resolutions</i></b>
An email from One Voice Wales regarding volunteers for the local elections.	For information (already circulated – for reference).	-
An email from One Voice Wales attaching their Climate Change Newsletter – March 2021.	For information.	-
An email from One Voice Wales attaching the Get Help Stay Safe leaflet.	For information.	-
An email from One Voice Wales regarding Guidance with COVID-19 cases in the workplace and attaching the Age Friendly Community presentation.	For information.	-
An email from One Voice Wales regarding Ministerial Advisory Forum on Ageing (MAFA) - Welsh Government Race Equality Action Plan – consultation.	For information and noting.	To be discussed at a future Full Council meeting.

An email from One Voice Wales regarding the appointment of three board members to Natural Resources Wales.	For information.	-
An email from One Voice Wales regarding online safety and use of passwords.	For information.	-
An email from One Voice Wales regarding Remote training sessions that are taking place in May.	Do Members wish to attend any remote training sessions?	-
An email from One Voice Wales attaching the Welsh Government Electoral Newsletter.	For information.	-
An email from Living Wage Foundation regarding an update on the LWF's Anti-Racism Work.	For information.	-
A letter from Buckingham Palace thanking the Mayor and Neath Town Council for their letter of condolences following the announcement of the death of The Duke of Edinburgh.	For information.	-
An email from WCADA regarding food parcels for people in receipt of state pension and pension credits.	For information and sharing within your Wards.	Clerk to obtain more information in the form of leaflets which Cllrs could distribute in their Wards.
An email from Christopher Tajah regarding Black History Month 2021.	Do Council wish to engage?	Members discussed getting involved. <b>RESOLVED:</b> To be discussed at the next Events Committee Meeting.
An email from Emyr Wyn Williams of Mudiad Meithrin regarding Clwb Cwtsh Online Welsh Sessions for Learners - May 2021.	For information.	Circulated via NTC social media pages.
Emails from NPTCBC Special Events Team confirming that The Great Get Together 2021 would not be given permission to go ahead this year.	For information.	Noted.
An email from NPTCBC regarding applications to the UK Community Renewal Fund.	Covered in Investment Property update. Clerk has already made grant	-

	application enquiries.	
Latest news from Safer Neath Port Talbot Business Crime Reduction Partnership.	For information.	-
An email from Groundwork Wales regarding the Tesco Community Grant Fund.	Councillors to provide assistance in their Wards.	Clerk to obtain more information in the form of leaflets which Cllrs could distribute in their Wards.
An email from MAWW Fire & Rescue Authority regarding their Corporate Plan 2021-2026	For information.	-

<b><i>Additional Correspondence Received</i></b>	<b><i>Actions</i></b>	<b><i>Resolutions</i></b>
An email from Jo Hillier-Raikes outlining the possibility that the October Neath Food & Drink Festival 2021 would go ahead on a 2 day basis.	For information.	-
An email from One Voice Wales regarding the Improvement Cymru Webinar: Covid Recovery – enabling key community leadership and partnerships.	For information.	-
An email from West Glamorgan Safeguarding Children's Board regarding their Safeguarding Recognition Awards Ceremony on 29 <sup>th</sup> June 2021.	For information	Mayoral Appointment.
A letter from Cllr. Adam McGrath requesting dispensation from Council Meetings for 6 months.	Councillors to discuss.	It was proposed, seconded and agreed to allow Cllr. A. McGrath dispensation for 6 months. Cllr. McGrath thanked Councillors and left the Meeting.

#### **6842 TO DISCUSS AND REVIEW BAD DEBT**

Councillors had received a report prior to the Meeting. Members were informed that a wedding at the Town Hall had to cancel again due to COVID restrictions, and the hirer had asked for their deposit back. **RESOLVED:** It was proposed, seconded and agreed to return the deposit.

**6843 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.

**f. ADDITIONAL ITEMS**

The Finance Officer stated that the invoice had been received for the urgent replacement of locks at Orchard Street. **RESOLVED:** Agreed to pay.



ALL DEPARTMENTS

Name: Clearway Cleaning Solutions

<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>
2072	05/05/2021	Window cleaning	20.00	Orchard Street	Window Cleaning	BACS/SEPA
2073	05/05/2021	Window cleaning	70.00	Melyn Community Centre	Window Cleaning	BACS/SEPA
2074	05/05/2021	Window cleaning	90.00	Neath Town Hall	Window Cleaning	BACS/SEPA
2075	05/05/2021	Window cleaning	20.00	Cimla Community Centre	Window Cleaning	BACS/SEPA
<b>Total:</b>			<u>200.00</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>
14250	28/03/2021	Monthly hosting, Microsoft office rental, spam	298.02	General Account	Computer and Software	BACS/SEPA
14514	28/05/2021	Monthly hosting, Microsoft office rental, spam	316.02	General Account	Computer and Software	BACS/SEPA
<b>Total:</b>			<u>614.04</u>			

Name: Set Office Supplies/Complete

<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>
02701326	30/04/2021	Stationery	28.48	General Account	Office Stationery	BACS/SEPA
<b>Total:</b>			<u>28.48</u>			

Name: Society of Local Council Clerks

<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>
201634	31/03/2021	SLCC & OVW Virtual Conference	54.00	General Account	Staff Training	BACS/SEPA
201644	31/03/2021	Social Media training	36.00	General Account	Staff Training	BACS/SEPA
201633	31/03/2021	Virtual Leadership	90.00	General Account	Staff Training	BACS/SEPA
201635	31/03/2021	Regional Training Seminar	54.00	General Account	Staff Training	BACS/SEPA
<b>Total:</b>			<u>234.00</u>			
<b>Grand Total</b>			<u>1,076.52</u>			

## **6844 TO RECEIVE AND CONSIDER PLANNING APPLICATIONS**

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

P2021/0147

P2021/0276

P2021/0320

P2021/0384

P2021/0418

P2021/0428

P2021/0433

P2021/0436

Councillors wished to object to planning application P2021/0423 as they believe the telephone box is still essential as some people don't have mobile phones.



<b>Meeting: Full Council May 2021</b>	<b>Planning Schedule</b>				<b>Date sent: 30.04.21</b>
<b>No. of Application</b>	<b>Applicant</b>	<b>Proposal</b>	<b>Location</b>	<b>Planning Officer</b>	<b>Recommendation</b>
P2021/0276	Miss Lauren Jenkins	Proposed extension to create a porch on the front elevation of the property	2 Bryn Eryr, Eaglesbush Valley Neath SA11 2AN	Daisy Tomkins	No objections
P2021/0320	Mr & Mrs N And K Lewis	Proposed two storey side extension, works include the demolition of the existing single storey garage	28 Heol Derwen Cimla, Neath SA11 3YS	Daisy Tomkins	No objections
P2021/0384	Mr Ian Mcauliffe	Carport	65 Crynallt Road Cimla, Neath SA11 3RN	Daisy Tomkins	No objections
P2021/0418	Mr & Mrs L And C Lewis	Single storey side extension	15 Sycamore Avenue Cimla, Neath SA11 3NT	Andrea Davies	No objections
P2021/0423	BT Payphones	Consultation by British Telecom (BT) in respect of the proposed removal of 7 No. public payphones from within the Neath Port Talbot administrative area Relevant payphone - CASTLE DRIVE, NEATH	Multiple Payphone locations, Neath Port Talbot	Russell Borthwick	Objection
P2021/0428	Jones Brothers (Henllan) Ltd And Tai Tarian	Development of 52 affordable dwellings and associated access, landscaping and site infrastructure	Land Off Meadow Road, Eaglesbush Valley, Neath SA11 2AF	Helen Bowen	No objections
P2021/0433	Mr Richard Clifford	Rear Flat Roof Single Storey Extension with Lantern Rooflight	16 Cook Rees Avenue, Neath SA11 1UN	Andrea Davies	No objections
P2021/0436	Mr Christopher Fair	Demolition of existing garage and construction of 2 storey side extension with integrated garage, balcony to front elevation and access steps to rear elevation.	68 Cimla Road Cimla SA11 3TR	Andrea Davies	No objections

Meeting: Full Council May 2021	Planning Schedule				Date sent: 07.05.21
No. of Application	Applicant	Proposal	Location	Planning Officer	Recommendation
P2021/0147	Mr Daniel Binding	Single storey side extension and the creation of an off road parking / front garden area. Works include the demolition of an existing single garage.	70 Greenwood Drive, Cimla, Neath SA11 2BW	Daisy Tomkins	No objections

**6845 TO DISCUSS THE SOCIAL MEDIA CONTENT FOR NEATH TOWN COUNCIL**

**A) UPDATE REGARDING NTC WARD FACEBOOK GROUPS**

Members were provided with an image for the cover photos on the NTC Ward Facebook Groups. The Town Clerk stated that these should be used for all the groups to ensure continuity and reassurance that these pages were linked to Neath Town Council. **RESOLVED:** Agreed. Images to be distributed to Members for all NTC Ward FB pages.

The Town Clerk asked Members to provide short biographies for the Council's 'Councillor Corner' on the website. **RESOLVED:** All.

**6846 TO DISCUSS CREATING A NEATH TOWN COUNCIL NEWSLETTER**

The Meeting discussed the creation of a NTC newsletter. Members agreed it would be a good idea to produce an issue twice a year. The Clerk stated that Councillors would need to provide information for each publication. **RESOLVED:** Councillors agreed to proceed. The first newsletter would be produced in house and published for Autumn/Winter. Cllrs would distribute the newsletter in each Ward.

**6847 TO DISCUSS ANY MEMBER ISSUES AND RECEIVE REPORTS FROM MEMBERS ON MEETINGS ATTENDED ON BEHALF OF NEATH TOWN COUNCIL**

Cllr. Mrs S. Miller updated the Meeting on a One Voice Wales meeting they attended on behalf of Neath Town Council.

The Chair stated that the newly elected Councillors would need to be allocated positions on Committees. **RESOLVED:** It was agreed that Cllr. Mrs S. Price and Cllr. K. Finn would join the Finance Committee, Cllr. J. Harle would join the Estates Committee and Cllr. W. Curtis would move from the Finance Committee to the Estates Committee.

**A) TO DISCUSS THE PROVISION OF LITTER PICKING IN WARD AREAS  
CLLR. BOB PRICE**

Councillors discussed the suggestions by Cllr Price. Cllr Price explained that the recent litter picking sessions undertaken in Cimla had been successful and more were planned. **RESOLVED:** It was proposed, seconded and agreed to purchase hi-visibility jackets for the public to be able to identify and speak with their local Councillors in the NTC Wards whilst in the community. It was hoped that this would assist with community engagement.

Members discussed using the NTC Café and Neath Community Centre as a hub for people to collect litter picking equipment should they wish to volunteer. **RESOLVED:** Agreed that NTC would apply to become a litter picking hub within the Wards. Cllr Jan Lockyer to make contact with Kath Britton of Keep Wales Tidy for information.

**B) COUNCILLORS TO PROVIDE COMMUNITY/NPTCBC FEEDBACK ON POTENTIAL PICNIC BENCHES AT CIMLA COMMON**

Cllr. W. Curtis declared an interest and left the Meeting.

A Member stated that, as previously discussed, they would make enquiries regarding providing picnic benches at Cimla Common. Members were informed that they would need to approach the local NPTCBC Councillors. The Meeting also discussed the options and impact that locating picnic tables on Cimla Common would have on the residents.

Councillors agreed to undertake a consultation with the local residents and report back to a future meeting. **RESOLVED:** Members agreed to canvas residents.

**C) MEMBERS TO PROVIDE SHORT BIOGS FOR THE SOCIAL MEDIA PAGES AS SOON AS POSSIBLE**

Discussed previously. It was agreed that the three new Members would provide this information to the Clerk as soon as possible.

**6848 COMMUNITY CAFÉ REFURBISHMENT/RELAUNCH**

Cllr. W. Curtis returned to the Meeting.

Cllr. J. Warman disconnected from the Meeting.

Councillors were provided with several templates regarding the rebranding of the Neath Community Café, as requested. Members stated that the menu and prices should be discussed at the next Estates and Finance Committees. **RESOLVED:** It was proposed, seconded and agreed to rename the Café 'Seasons' with previously associated requests by the Café staff for a redecoration, agreed.

The Town Clerk asked Councillors if they wished to continue to provide the 'free children's meals project' throughout the schools Whitsun and Summer holidays. **RESOLVED:** It was proposed, seconded and agreed to continue with the programme throughout the holidays up to and including the summer 2021 school holidays.

**6849 TO RECEIVE ITEMS FOR THE NEXT AGENDA**

Members asked that the MAFA Welsh Government Race Equality Action Plan consultation be discussed at the next Full Council Meeting.

**6850 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.

**6851 TO DISCUSS AND REVIEW:-**

**A) INVESTMENT PROPERTY LEASING MATTERS**

A general update was provided. Cllr. P. James disconnected from the Meeting.

**B) COVID ARREARS REPAYMENT MATTERS**

Councillors were given an update on leasing property arrears.

**C) ONGOING, CURRENT AND FUTURE COMMERCIAL CONTRACTS**

**i) PROPOSED DEVELOPMENT OF 1-4 NEW STREET, NEATH**

Members had received an in-depth report prior to the Meeting. Councillors discussed options which were available.

Cllr. B. MacCathail disconnected from the Meeting.

**RESOLVED:** After discussion it was proposed, seconded and agreed to submit a grant application based on renovating the exterior and ground floor in the first instance (removing all references to the previous interested parties) by a vote of 7 for and 6 against. **RESOLVED:** Agreed.

Additionally, a further separate grant application would be prepared for the refurbishment of the first and second floors in the near future and hopefully would run concurrently. **RESOLVED:** Agreed.

**6852 TO RECEIVE AN OVERVIEW OF ANY STAFFING MATTERS**

Councillors received an update staffing report prior to the Meeting. Members were informed that hall hire interest was increasing slowly post lockdown. **RESOLVED:** It was proposed, seconded and agreed, by a vote of 12 for and one abstention, to appoint the second caretaker when hall bookings increase further and requires the return of split shifts, at the discretion of the Clerk.

**6853 TO RECEIVE AN OVERVIEW OF ANY HEALTH & SAFETY MATTERS**

Ongoing monitoring of H&S matters.

**6854 TO FIX A DATE AND AGREE AN AGENDA FOR THE NEXT MEETING**

The Chair advised that the next meeting would be held on Thursday, 3<sup>rd</sup> June 2021. An agenda would be circulated in due course.

There being no further business, the meeting was closed.