

**MINUTES OF THE FULL COUNCIL MEETING
HELD VIA VIDEO CONFERENCING UNDER THE LOCAL AUTHORITIES
(CORONAVIRUS) (MEETINGS) (WALES) REGULATIONS 2020
ON THURSDAY, 3RD FEBRUARY 2022 AT 6PM**

PRESENT: CHAIRMAN: CLLR. MRS S. M. PENRY

COUNCILLORS: W. CURTIS
MS T. DAVIES
J. EVANS
K. FINN
P. JAMES
MRS L. JONES
MRS J. L. LOCKYER
B. MACCATHAIL
MRS. S. MILLER
G. MORGAN
A. MUSAIED
M. PROTHEROE
A. SIMS

IN ATTENDANCE: KATHRYN CHARLES
AMANDA HOLMES
SARA WHARMBY

7017 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies for absence were received from Cllr. J. Harle, Cllr. A. McGrath, Cllr. R. Price, Cllr. Mrs S. Price and Cllr. J. Warman

7018 TO RECEIVE DECLARATIONS OF INTEREST FROM MEMBERS

Declarations of interest were received from Cllr. M. Protheroe in respect of item 9 on the Agenda and from Cllr. P. James in respect item 6 on the Agenda.

7019 TO RECEIVE AN UPDATE FROM AGE CYMRU REGARDING THE HOPE PROJECT

Ms Adrienne Cleverly was unable to attend the Meeting. The item would be placed on a future Agenda.

7020 TO REVIEW INSURANCE PROVISION FOR NTC

Councillors had received the report prior to the Meeting.

Cllr. Ms. T. Davies entered the Meeting.

Members were provided with a report in advance of the meeting and discussed their options. **RESOLVED:** After discussion it was proposed, seconded and agreed to enter a new 3 year insurance premium with Zurich.

7021 TO APPROVE AS A TRUE AND CORRECT RECORD

A) MINUTES OF THE FOLLOWING COUNCIL MEETINGS:

i. FULL COUNCIL MEETING HELD ON 6TH JANUARY 2022

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

ii. ESTATES COMMITTEE MEETING HELD ON 13TH JANUARY 2022

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

iii. EVENTS SUB-COMMITTEE HELD ON 13TH JANUARY 2022

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

iv. PERSONNEL AND POLICY COMMITTEE MEETING HELD ON 18TH JANUARY 2022

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

v. FINANCE COMMITTEE MEETING HELD ON 20TH JANUARY 2022

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

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

All Resolutions agreed.

7022 TO RECEIVE THE CLERK'S REPORT

A. GENERAL MATTERS

A report had been received prior to the Meeting.

Updates were provided on all the community centres. The following issues were **RESOLVED**:

- a) Melin Community Centre – repair of kitchen ceiling, quote to be obtained.
- b) Rotary Club – Agreement to meet on 28th and confirm arrangements
- c) NPTCBC Events Partnership meetings – confirmed membership and agreement for meeting to use Neath Town Council Chambers for meetings.

Members were informed that all NTC tablets would need to be returned at the end of April pre elections. **RESOLVED:** The Clerk to communicate with individual members to arrange returns.

B. CORRESPONDENCE

Correspondence received for action		Resolutions
An email from One Voice Wales regarding training sessions taking place in January, February and March 2022.	Do Cllrs wish to attend any training?	-
Cllr. P. James declared an interest and left the Meeting.		
An email from Cllr. Paul James regarding Neath Comedy Festival 2022.	To be discussed.	Members discussed the request. RESOLVED: It was proposed, seconded and agreed to donate £5000 to go towards funding the whole Festival, and not just the youth projects.
Cllr. P. James returned to the Meeting.		
An email from PCSO Cerys Waygood regarding using a room at Neath Town Hall.	Cllrs to agree whether they wish to provide a room.	RESOLVED: After discussion, it was proposed, seconded and agreed to decline the request but suggested offering the NTC Café as somewhere they can use.
A Facebook message from Josh Whitton regarding making St David's Day a Bank Holiday.	To be discussed.	Discussed under Agenda Item 11.
An email from Neath Rotary regarding holding a meeting with NTC, Neath Rotary and Soroptimists.	To be discussed.	It was proposed, seconded and agreed to meet with them. The 6 nominate Members are Cllr. Mrs S. M. Penry, Cllr. Mrs J. L. Lockyer, Cllr. Mrs S. Miller, Cllr. M. Protheroe, Cllr. Mrs L. Jones and Cllr. K. Finn.
Correspondence received for noting		
The Afon Nedd Ministry Area Parish Magazine – January 2022.		
An email from Welsh Government regarding Coronavirus COVID-19 News – January 2022.		

An email from Trefi SMART Towns Cymru regarding workshops in 2022.
An email from Calon Heart Defibrillators Wales regarding grant funding available.
An email from NPTCBC regarding the Let's Talk Campaign Draft Corporate Plan and Budget Proposals 2022/2023.
An email from NPTCBC regarding the NPT Play Sufficiency Assessment 2022-2025.
An email from NPTCBC regarding the Replacement Local Development Plan Delivery Agreement.
An email from NPTCBC regarding notification of a clerical error on Polling Station correspondence.
An email from NPTCBC regarding the Revenue Budget Consultation 2022/23.
Emails attaching the Safer NPT business Crime Reduction Partnership Newsletters.
An email from NPTCVS regarding Wales ACEs Funding.
An email from NPTCVS regarding Welsh Government Code of Safeguarding Practice.
An email from NPTCVS attaching the Covid Vaccine Newsletter from Swansea Bay UHB.
An email from the Communications and Marketing Assistant at NPTCVS regarding virtual events for members.
An email from One Voice Wales regarding the pilot group for a self-evaluation toolkit for community and town councils. Mayor and Clerk attending 28 th February 2022 session.
An email from One Voice Wales regarding Older People Wales Highlights.
An email from One Voice Wales attaching the News Bulletin for January 2022.
An email from One Voice Wales regarding phishing emails.
An email from One Voice Wales regarding the Chief Operating Officer vacancy in Welsh Government.
An email from One Voice Wales regarding the vacancy for South Wales Development Officer post.
An email from One Voice Wales regarding the Violence against women Welsh Government Consultation.

Additional Correspondence received for noting

An email from MAWW Fire & Rescue Service regarding the new Deputy Chief Fire Officer.
Emails from NPTCBC regarding the Replacement Local Development Plan.

An email from One Voice Wales regarding a promotional video encouraging individuals to stand for the local community and town council elections.

An email from NPTCVS regarding Trustee vacancies within Dewis.

An email from Welsh Government regarding the Welsh Government Apprenticeship Scheme 2022.

7023 TO RECEIVE AN UPDATE REGARDING THE LOCAL GOVERNMENT ELECTIONS 2022

Noted.

7024 TO REVIEW AND AGREE INCOME & EXPENDITURE MOVEMENT FOR THE MONTH

a. BILLS AWAITING PAYMENT

Agreed.

b. BACS PAYMENT SCHEDULE

Agreed.

c. BANK STATEMENT RECONCILIATION

Agreed.



ALL DEPARTMENTS

Name: Cloudy IT 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>
INV-0289	27/01/2022	Rally Mic Pod Hub	324.00	General Account	Small Items Equipment	BACS/SEPA
Total:			<u>324.00</u>			

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>
41925	05/01/2022	Cleaning and toilet supplies & Covid safety items	254.39	Non Departmental	Cleaning	BACS/SEPA
42016	13/01/2022	Hand towel dispenser, refuse sacks, batteries	172.38	Non Departmental	Cleaning	BACS/SEPA
Total:			<u>426.77</u>			

Name: EDF Energy

<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>
00001126410	24/01/2022	Electricity - New Street - 01.12.21 to 31.12.21	233.38	Investment Properties	Electricity	BACS/SEPA
00001126410	24/01/2022	Electricity - New Street - 01.12.21 to 31.12.21	0.79	Investment Properties	Electricity	BACS/SEPA
Total:			<u>234.17</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>
90264	10/01/2022	Attend out of hours call - Cimla	134.40	Cimla Community Centre	Premises Safety Expenses	BACS/SEPA
90064	07/01/2022	Quarterly inspection and tests - Cimla Comm	139.20	Cimla Community Centre	Premises Safety Expenses	BACS/SEPA
Total:			<u>273.60</u>			

Name: Hurley and Davies

<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>
20222072	26/01/2022	Work on stages 4,5 & 6 New Street	3,829.99	Investment Properties	Professional Fees	BACS/SEPA
Total:			<u>3,829.99</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>
Inv 15184	28/10/2021	Monthly hosting, rental of MS office, Kaspersky &	362.03	General Account	Computer and Software	BACS/SEPA
Inv 15320	28/11/2021	Monthly hosting, rental of MS office, Kaspersky &	362.03	General Account	Computer and Software	BACS/SEPA
Inv 14382	28/04/2021	Monthly hosting, rental of MS office, Kaspersky &	298.02	General Account	Computer and Software	BACS/SEPA
Total:			<u>1,022.08</u>			

Name: PPL PRS 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>
SIN1773914	10/08/2021	Exercise to music,fitness classes	309.36	Neath Town Hall	Licences	BACS/SEPA
Total:			<u>309.36</u>			

Name: Rowland Jones Chartered

<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>
26882	26/01/2022	Negotiating restructure of lease - 6 Green Street	600.00	Investment Properties	Property Agents Management Fees	BACS/SEPA
Total:			<u>600.00</u>			
Grand Total			<u>7,019.97</u>			



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Total:			<u>600.00</u>			
Grand Total			<u>7,019.97</u>			

7025 TO RECEIVE AND CONSIDER PLANNING APPLICATIONS

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

P2021/1260

P2022/0012

P2021/1239

Meeting: Full Council 03.02.22	Planning Schedule				Date sent: 21.01.22
No. of Application	Applicant	Proposal	Location	Planning Officer	Recommendation
P2021/1260	Jonathan Morgan	Renewal of shopfront and improvements to access.	33 Windsor Road Neath SA11 1NB	Jessica King	No objections
P2022/0012	Glyn David & Karen Williams	Retention and completion of landscaping/retaining works to the Rear Garden, and the creation of a sunken garden area with roofed structure above. Plus the construction of a proposed outbuilding to the Rear Garden and retaining works/fence to the Front Garden.	40 The Meadows Cimla SA11 3XF	Daisy Tomkins	No objections

Meeting: Full Council 03.02.22	Planning Schedule				Date sent: 28.01.22
No. of Application	Applicant	Proposal	Location	Planning Officer	Recommendation
P2021/1239	Mr and Mrs D G Jones	Retention of existing track (created by Western Power Distribution assist with their pylon maintenance programme) over saltings to continue to assist with access to the land for agriculture, animal safety, welfare and husbandry.	U Route Track, Penrhiwtyn, Briton Ferry, Neath	Helen Bowen	No objections

7026 TO DISCUSS THE SOCIAL MEDIA CONTENT FOR NEATH TOWN COUNCIL

There were no issues to discuss.

7027 TO DISCUSS ANY MEMBER ISSUES AND RECEIVE REPORTS FROM MEMBERS ON MEETINGS ATTENDED ON BEHALF OF NEATH TOWN COUNCIL

A) TO DISCUSS AND CONSIDER A FUTURE ST DAVIDS DAY BANK HOLIDAY FOR NTC STAFF

Cllr. J. Evans explained to Councillors that there was currently a suggestion among some Welsh Councils to create a Bank Holiday for St. David's Day in Wales. Members were informed that various Councils had agreed it, or were looking into it. Members stated that they supported lobbying both Welsh and UK Governments.

RESOLVED: A proposal was put forward to lobby both the Welsh and UK Governments for the devolution of power for Wales to set its own Bank Holidays. This was seconded and agreed unanimously. Town Clerk to correspond.

RESOLVED: A second proposal was put forward for the Town Clerk to consult with Aberystwyth Town Council and Gwynedd Council about the feasibility of Council staff having the Bank Holiday for St. David's Day. This was seconded and agreed by a vote of 4 for and 2 against. 6 Members abstained from the vote.

7028 TO RECEIVE ITEMS FOR THE NEXT AGENDA

None.

7029 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.

Sara Wharmby left the Meeting.

7030 TO DISCUSS AND REVIEW ANY:-

A) INVESTMENT PROPERTY LEASING MATTERS

A Clerks report was provided prior to the meeting.

A comprehensive update from Rowland Jones & Partners was provided prior to the meeting and was noted. **RESOLVED** actions:-

- a) Issues noted in relation to 12 Green Street.
- b) Basement application for additional space was approved along with the increase rent.
- c) Advertising Banner for 1-4 New Street as approved. Particulars had been drawn up in preparation.
- d) Lease for three replacement Café items approved.
- e) Meetings with two potential new tenants at Units 1 & 2 Town Hall on Monday 7th. Town Clerk asked to attend with Rowland Jones & partners and feedback to next meeting.

B) COVID ARREARS REPAYMENT MATTERS

No update.

C) ONGOING, CURRENT AND FUTURE COMMERCIAL CONTRACTS

The following items were discussed and **RESOLVED**:

- a) Roof costs for First Floor, Burton Block discussed at length. Preferred Contractor and Quote agreed Option C. Rowland Jones & Partners to take forward.
- b) Ice Rink Event discussed. Free sweet bags to be provided to all children attending.
- c) To invite entertainment company to next Events Committee to provide advice and feedback for future events.

7031 TO RECEIVE AN OVERVIEW OF ANY STAFFING MATTERS

A) TO RECEIVE APPLICATIONS FOR THE POST OF YOUTH REPRESENTATIVE

Leader of Council confirmed that one youth representative application had been received and outlined the informal interview with a potential candidate. **RESOLVED**: After discussion, it was agreed to appoint the Youth Representative. Policy & Personnel to discuss term of position.

B) GENERAL

Staff member to return from sick leave on Monday 7th.

7032 TO RECEIVE AN OVERVIEW OF ANY HEALTH & SAFETY MATTERS

Fixed Wire testing to be completed on Orchard Street and Cimla Community Centres.

PAT testing complete all sites.

Gas testing complete all sites.

7033 TO FIX A DATE AND AGREE AN AGENDA FOR THE NEXT MEETING

The Chair advised that the next meeting would be held on Thursday, 3rd March 2022. An agenda would be circulated in due course.

There being no further business, the meeting was closed.