

NEATH TOWN COUNCIL – FULL COUNCIL MEETING
Minutes of the hybrid meeting on Thursday, 7th July 2022 at 6pm

Present: Cllr. Mrs S. M. Penry (Mayor), Cllr. J. Warman (Deputy Mayor), Cllr. T. Cooze, Cllr. K. Finn, Cllr. Ms L. Heard, Cllr. P. James, Cllr. Mrs L. Jones, Cllr. Ms. M. P. Lloyd, Cllr. Mrs J. L. Lockyer, Cllr. J. Miller, Cllr. G. Morgan, Cllr. A. Musaiied, Cllr. A. Sims, Cllr. T. Pearson, Cllr. R. Price, Cllr. Mrs S. Price, Cllr. M. Protheroe and Cllr. P. Sambrook (Kathryn Charles - Town Clerk, Amanda Holmes – RFO, Sara Wharmby - Admin Assistant, Lilly Kayes – Youth Representative)

FC2022/41 To receive apologies for absence

Apologies for absence were received from Cllr. D. Thomas

FC2022/42 To receive any declarations of interest from Councillors in accordance with the Members Code of Conduct

Declarations of interest were received from Cllr. P. James and Cllr Mrs S. M. Penry in respect of correspondence under item 6c on the Agenda.

FC2022/43 To welcome Members of the Public to the meeting and receive any queries relevant to the Agenda

Members of the public were welcomed to the Meeting.

FC2022/44 To receive an update on police issues from PS Will John

The Town Clerk stated that the Police were unable to attend the Meeting, but had given an update earlier in the day regarding youth arrests. Members discussed PACT Meetings.

FC2022/45 To approve as a true and correct record

A) Minutes of the following Council Meetings:

i. Full Council Meeting held on 9th June 2022

Cllr. A. Musaiied stated that he had declared an interest on a piece of correspondence. **RESOLVED:** It was proposed, seconded and agreed unanimously to accept the minutes of the Full Council Meeting with the amendments.

P2022/23 – A Member requested that a date for the Orchard Street site visit be chased. **RESOLVED:** After discussion this was agreed to be done once building was safe and refurbished.

ii. Events Sub-Committee Meeting held on 14th June 2022

Cllr. Mrs S. M. Penry stated that she had given her apologies and Cllr. J. Miller stated that he was not in attendance. **RESOLVED:** It was proposed, seconded and agreed unanimously to accept the minutes of the Events Sub-Committee Meeting with the amendments.

Cllr. A. Sims entered the Meeting.

iii. Special Full Council Meeting held on 23rd June 2022

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

iv. Finance Committee Meeting held on 23rd June 2022

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

v. Personnel & Policy Committee Meeting held on 4th July 2022

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

B) Resolutions recommended by Committees as set out in the minutes

All Resolutions agreed.

FC2022/46 To receive the Clerk's Report

a. General Matters

The report had been received prior to the Meeting.

The Town Clerk asked Members if they wished to submit an insurance claim or the stolen defibrillator. A Member asked for replacement costs which were given. **RESOLVED:** It was proposed, seconded and agreed to submit an insurance claim.

Members were asked who could support the rescheduled Party in the Park event on 16th July. Attendance was confirmed by Cllr. Mrs S. M. Penry, Cllr. Mrs J. L. Lockyer, Cllr. G. Morgan, Cllr. K. Finn, Cllr. Ms M. P. Lloyd, Cllr. Ms L. Heard, Cllr. A. Sims and Cllr. P. James.

Queens Jubilee – Green Canopy - The Town Clerk stated that delivery of the trees to the Schools could take place on Tuesday.

Quotes had been received to replace the three flagpole lanyards that had perished. Members discussed the costs and stated that 3 years was not a long time to keep replacing them. **RESOLVED:** Town Clerk to query the cost.

The Town Clerk listed Members who had submitted biographies and the outstanding ones were required urgently as Members wishes to release a May newsletter.

b. Estates Matters to be considered and agreed

Members had received a report prior to the Meeting (carried forward from Estates Committee which was not quorate).

Members were informed of the suggestions from the Gardener regarding mowing and planting. **RESOLVED:** Agreed to mow edges and perimeter areas to encourage cross-pollination in key areas. **RESOLVED:** Members also suggested speaking with Biodiversity Officer as NPTCBC to seek guidance on planting suggestions at Neath Castle.

A request had been received asking for approval to remove/prune back a tree on a plot. **RESOLVED:** Agreed.

The Town Clerk asked Members to confirm that the first person on the Old Road Allotment waiting list was eligible.

Cllr. Ms L. Heard and Cllr. Mrs L. Jones disconnected from the Meeting.

Members discussed the application and agreed that the residents would have access to the plot which is within the NTC Ward area **RESOLVED:** After discussion it was proposed and seconded to allow them to have a plot with appropriate supervision. This was agreed by a vote of 14 for, 1 against and 1 abstention.

The Town Clerk asked Members if a discounted rate should be considered if someone takes an allotment part of the way through the year.

Cllr. J. Miller left the Meeting.

RESOLVED: To be discussed at the next Estates Committee Meeting.

The Town Clerk suggested allotment leases could 'roll over' from year to year, rather than a new identical lease being distributed every September. **RESOLVED:** Agreed.

Allotments Correspondence received for action		Resolutions
An email from Karen Whitehurst regarding cultivation of their plot, and requesting 6 months dispensation.	Cllrs to discuss.	Dispensation agreed.
An email from Stephen Moore regarding cultivation of their plot.	Cllrs to discuss.	Agreed.
An email from Vernon Phipps requesting a different plot as they are finding it difficult to walk around due to there being no path.	Council to consider.	To be discussed at the next Estates Committee Meeting with Representative feedback.
An email from Lisa Cushen regarding the letter they received asking to remove their belongings from their plot.	Cllrs to discuss.	Agreed to allow them to keep the plot.
An email from Shane Daniel regarding cultivating their plot and asking for an extension to get the plot in order.	Cllrs to discuss.	Agreed.
An email from Rhiannon Hendley requesting permission to prune or remove trees on their plot.	For discussion and agreement.	Agreed.
Allotments Correspondence received for noting		
An email to the Head Teacher at Cefn Saeson Comp regarding the contact for Fairyland Allotment queries.		

An email from Ann Bowden attaching the Fairyland Allotment Society Meeting Minutes from 25th May 2022.

Estates Correspondence received for action		Resolutions
An email from Pryor & Rickett Silviculture regarding woodland creation.	For discussion.	To refer to NPTCBC.
An email from Joanne Juliff requesting storage at Cimla Community Centre.	For discussion.	It was proposed, seconded and agreed to reject the request as the area wasn't suitable for storage.
<i>Cllr. A. Sims gave his apologies and disconnected from the Meeting.</i>		
An email from Rose Revera regarding NPT Bee Friendly signs.	For discussion.	Town Clerk stated that this was already agreed.
Estates Correspondence received for noting		
An email from One Voice Wales regarding applications for the Keep Wales Tidy Local Places for Nature.		
An email from One Voice Wales regarding applications for the National Lottery Heritage Fund Local Places for Nature grant scheme.		

c. Correspondence

Members discussed an email that had been received regarding a climate and ecological emergency declaration. A Member asked for information of Town/Community Councils who have already declared their support for NTC to speak with. **RESOLVED:** After discussion it was proposed, seconded and agreed to ask for further information and to put it to the Estates and Finance Committees.

Cllr. A. Sims returned to the Meeting.

Correspondence received for action		Resolutions
Request to provide an Artisan Craft and Gift Market in Neath in conjunction with Neath Town Council.	Members to consider.	Members agreed to take this forward and recommended a site visit and invitation to Council.
One Voice Wales Training.	Do any Members wish to attend any training?	-
<i>Cllr. Mrs S. M. Penry and Cllr. P. James declared an interest and left the Meeting.</i>		
Cllr. J. Warman became Chair.		
Request from Neath Rugby Club to support 150 th year of club.	Do Members wish to support?	A Member suggested a £500 donation, while other suggested the full amount requested. Members discussed the request at length. A proposal was put forward to donate £500, however this was withdrawn after further discussion regarding the budget. RESOLVED: It was proposed and seconded not to sponsor the event as financial information was not available at the Meeting and due to the time limit a financial decision could not be reached. NTC to respond explaining this. This was agreed by a vote of 10 for, 1 against and 1 abstention.

Cllr. Mrs S. M. Penry and Cllr. P. James returned to the Meeting.

The Chair stated that the Youth Representative would have to leave the Meeting and asked if the agenda item could be moved. Agreed.

FC2022/47

To receive an update from NTCs Youth Representative

The Youth Representative informed the Meeting that she had contacted various organisations to introduce herself.

A Member put forward a suggestion to organise female representatives to give talks in the local schools about politics. The Youth Representative agreed that this was a good idea.

The Town Clerk stated that a Facebook Page and a page on the website would be set up.

Cllr. Mrs S. Price and Lilly Kayes left the Meeting.

Correspondence received for action (continued)		Resolutions
Letter from Jamie Evans regarding World Cup activities.	Do Members wish to support?	To be discussed at the next Events Sub-Committee Meeting.
Email from Cllr. Dan Thomas regarding Food Poverty Grant.	Do Members wish to consider applying for Grant?	Town Clerk determine eligibility.
An email from NPTCVS regarding the Age Cymru Carers Survey.	Members to take part directly.	-
An email from Government Events regarding The Seaside and Coastal Regeneration Conference 2022.	Do any Members wish to attend?	-
An email from One Voice Wales regarding Wales Nature Week.	For consideration.	-
An email from One Voice Wales regarding the consultation 'Shaping Wales' Future: Using National Milestones to measure our Nation's progress (wave two)'. ESTATES – Request from Paul Lewis regarding his plot.	Do Council wish to respond?	Councillors to inform Town Clerk of any comments.
ESTATES – Request from Joseph Alba.	Members to discuss.	Members agreed that the Town Clerk's response was appropriate.
Neath Food Bank requesting assistance for food collection from Tesco.	Members to discuss.	Members asked to refer them to NPTCBC.
	Date passed - agreed by Clerk.	-
Correspondence received for noting		
Invitation for the Mayor to attend Neath Sunday Schools Prize Giving Service on 26 th June.		
Invitation for the Mayor to attend a 90 th Birthday at Parkview Care Home.		
Invitation for the Mayor to attend the Glynneath Town Council inauguration service on 3 rd July.		
The Afon Nedd Ministry Area Parish of Neath Magazine – June 2022.		
An email from MAWW Fire & Rescue Service attaching a link to the Summer 2022 Magazine.		
Neighbourhood Officers Contact Details.		
An email regarding the Safer Neath Port Talbot Business Crime Reduction Partnership Newsletter.		
An email from NPTCVS regarding the Minor Projects Capital Grant Scheme 2022-23.		
An email from NPTCVS regarding National Safeguarding Week.		
An email from Bruno Peek thanking NTC for their participation in The Queen's Platinum Jubilee Beacons & associated activities.		
An email from One Voice Wales regarding the launch of a new round of the Assets Collaboration Programme Wales grant scheme.		
An email from NPT Youth Service attaching the e-magazine for June 2022.		
The Age Cymru Quarterly Newsletter – Summer 2022.		
Additional Correspondence received for action		Resolutions
Two emails from Emma Knight and Aline Valleron regarding a climate and ecological emergency declaration.	For consideration.	Discussed above.
An email from Matty Young regarding the 150 years of Neath marketing for the event.	Do Council wish to sponsor, main covering letter in correspondence already submitted.	Discussed above.
July training dates from One Voice Wales.	Do Members wish to attend?	-

A email from Joanna Williams regarding a complaint about antisocial behaviour in Neath Town Centre.	Council to respond, as requested.	Not discussed (carried forward)
Additional Correspondence received for noting		
The Afon Nedd Ministry Area Parish of Neath Magazine – July 2022.		
An email from Lilly Kayes – NTC Youth Representative – regarding connecting with local youth organisations.		

Members discussed a website enquiry regarding gardening opportunities in the area. **RESOLVED:** A Member stated that they were out of NTCs area, but could pass information on from Facebook pages.

Members discussed an email regarding a shed on an allotment plot. **RESOLVED:** Councillors agreed to allow the shed with usual permission from NPTCBC.

FC2022/48 To discuss and review Quarterly Budget Reporting

The Finance Officer stated that the report was not complete and would be presented at the next Finance Committee Meeting.

FC2022/49 To review and agree income & expenditure movement for the month

- a. Bills Awaiting Payment - Agreed.
- b. BACS Payment Schedule - Agreed.
- c. Barclays General Account - Agreed.
- d. Inter Bank Transfers (Over 10k) - None.
- e. New Supplier BACS Authorisation - None.
- f. Payroll - Agreed.
- g. Bank Statement Reconciliation - Agreed.

The Finance Officer requested permission to pay a company by cheque. **RESOLVED:** Agreed.

The Finance Officer informed the Meeting that the chairs at Neath Town Hall are in need of repair and costs were given to replace the seat covers. **RESOLVED:** It was proposed, seconded and agreed to replace the seat covers.

FC2022/50 To review and consider Planning Applications

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

- P2022/0472 - Mr Tavis Knoyle - Unit 9 Gymnasium, Quay Road, Neath SA11 1RR
- P2022/0064 - Jonathan Morgan - 5 Ropewalk, Neath SA11 1EW
- P2022/0494 - Mr Ross Tregoning - 60 Chestnut Road, Cimla, Neath, SA11 3NU
- P2022/0504 - Thomas Wm Morrison Supermarkets Ltd - Morrisons Supermarket, Riverside Drive, Neath SA11 1RS
- P2022/0505 - Thomas Wm Morrison Supermarkets Ltd - Morrisons Supermarket, Riverside Drive, Neath SA11 1RS
- P2022/0512 - Ms Debbie Howells - 39 Pine Grove, Cimla, Neath SA11 3RH

FC2022/51 To discuss the social media content for Neath Town Council

- a. Members to confirm any requirements to add to the existing schedule
- There were no issues to discuss.

FC2022/52 To discuss any Member Issues and receive Reports from Members on meetings they have attended on behalf of Neath Town Council

- a. Members to confirm who can support the Party in the Park event on 16th July. Agreed, under Clerk's Report.
- b. All Members to note the date of the Christmas Light Event where they will be expected to support on Friday, 18th November. Noted.

A Member had requested speaking with Swansea University's Marketing Department about whether Neath could feature in their marketing materials. **RESOLVED:** It was proposed, seconded and agreed to go ahead with no cost implications.

FC2022/54 To receive items for the next Agenda
None.

FC2022/55 **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.

FC2022/56 To discuss and review any:-
a) Investment Property Leasing matters
The Clerk provided an update on vacant units. The Clerk provided an update on a Unit's damaged render and was obtaining various quotes for Council to consider. The Clerk confirmed that the previous request to replace damaged glass in a Unit was nearing completion. **RESOLVED:** Members agreed the new advertising particulars for two vacant Units.
b) COVID arrears repayment matters
The Clerk provided an overview of payments made outstanding payments/repayment plans were being chased. It was noted that repayments were being received.
c) Ongoing, Current and Future Commercial Contracts
The Clerk provided an update on future contracts which were awaiting grant support.

FC2022/57 To receive an overview of any Staffing matters
The Clerk outlined the two supporting confidential minutes which linked to the Policy & Personnel Committee minutes above. Report 1 - Recommendations were provided via the confidential report. The Clerk asked if Members had queries in relation to the contents and recommendations made by Members of that Committee. **RESOLVED:** All recommendations and resolutions were passed. Report 2 recommendations were provided via the confidential report. The Clerk asked if Members had queries in relation to the contents and recommendations made by Members of that Committee. **RESOLVED:** All recommendations were agreed except for Members wishing to supporting local employment in the future.

FC2022/58 To receive an overview of Health & Safety matters
Health & Safety visit is scheduled during recess.

FC2022/59 To fix a date and agree an Agenda for the next Meeting
The Chair advised that the next meeting would be held on Thursday, 1st September 2022. An agenda would be circulated in due course.

There being no further business, the meeting was closed.

Signed: S. M. Penmy

Dated: 1/9/22