

These minutes are draft and are subject to agreement and change at the next Full Council meeting

NEATH TOWN COUNCIL – FULL COUNCIL MEETING
Minutes of the hybrid meeting on Thursday, 1st September 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. Ms. M. P. Lloyd, Cllr. Mrs J. L. Lockyer, Cllr. J. Miller, Cllr. G. Morgan, Cllr. A. Musaid, Cllr. A. Sims, 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)

FC2022/60 To receive apologies for absence

Apologies for absence were received from Cllr. Mrs L. Jones, Cllr. T. Pearson and Cllr. D. Thomas.

FC2022/61 To receive any declarations of interest from Councillors in accordance with the Members Code of Conduct

None.

FC2022/62 To provide an opportunity for any members of the public in attendance to address Council or ask questions on any matters of concern in relation to agenda items (other than those proposed to be considered in private – see additional Public Participation guidance notes on website)

None.

FC2022/63 To receive a verbal report from the Council's Internal Auditor, Kerry-Leigh Grabham

Cllr. Ms M. Lloyd entered the Meeting.

The Chair welcomed Ms Grabham to the Meeting. The Internal Auditor gave an update to the Meeting. The Town Clerk stated that any recommendations identified had been considered and actioned. The Chair thanked her for attending.

The Internal Auditor left the Meeting.

FC2022/64 To receive an update from NTCs Youth Representative

The Chair welcomed Lilly Kayes to the Meeting. Lilly stated that she had sent emails to local youth groups. Members were informed that Lilly had been invited to the opening of Neath Fair and was hoping to attend and feedback to NTCs Youth Facebook page.

ACTION: Youth Representative to update FB page

FC2022/65 To receive a report from Will John of NPT Police

The Town Clerk stated that Will John was unable to attend the Meeting.

FC2022/66 To consider and discuss producing a Council 5 Year Plan

Members were informed that Cllr. K. Finn had requested that a 5 Year Plan be discussed. Cllr. Finn suggested an outline 5 year plan plus increasing the use of Neath Castle.

ACTION: See FC2022/67 below.

FC2022/67 To consider and discuss a temporary pop up stall in Neath Town Centre

The Meeting discussed Cllr. K. Finn's suggestion regarding a 'marketing' pop up stall to promote NTC. Cllr. Finn stated that many members of the public were unaware of who and what Neath Town Council cared for and suggested having a stall in the town centre with leaflets and branding. A Member suggested that the 5 year plan should be shortened to 3 years due to Councillors term in office. They also stated that there could be cost implications and permission needed from NPTCBC.

Members agreed that there was a lack of understand when it came to differences of NPTCBC and NTC and that promotion was a good idea.

RESOLVED: After discussion, it was proposed, seconded and agreed to discuss the 3 year plan and pop up stall at the next Estates, Events and Finance Committee Meetings.

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**FC2022/68 To approve as a true and correct record
A) Minutes of the following Council Meetings:**

i. Full Council Meeting held on 7th July 2022

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

ii. Special Full Council Meeting held on 14th July 2022

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

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

All Resolutions agreed.

**FC2022/69 To receive the Clerk's Report
a. On general matters arising**

The Town Clerk stated that they were waiting for some Councillors biographies for the May newsletter. This will be changed to an October version. **RESOLVED:** Members chased.

Members discussed holding an event for the Spanish Civil War International Brigade Remembrance. **RESOLVED:** It was proposed, seconded and agreed to discuss it further at the next Event Sub-Committee Meeting.

The Town Clerk stated that the SAG forms needed to be submitted for the Food & Drink Festival and therefore Members needed to confirm what arrangements they required. **RESOLVED:** It was proposed, seconded and agreed to open the Champagne Marquee from 12pm – 5pm on Friday with music in the afternoon, and from 11am – 5pm on Saturday with music all day. Councillors suggested music acts to ask to perform. **RESOLVED:** Councillors to liaise with the Town Clerk regarding booking acts. Councillors confirmed the rota to cover both days.

The Town Clerk updated Councillors on the Christmas Lights event taking place on 18th November.

The Town Clerk informed the Meeting that they had met with a company who would like to hold a market in Neath Castle grounds, however there could be an issue with the Market Charter. Members discussed their options. Councillors suggested meeting with Neath Market traders and get them involved. **RESOLVED:** It was agreed to discuss the market at the next Events Sub-Committee Meeting.

Cllr. Ms L. Heard disconnected from the Meeting.

The Town Clerk asked Members to put forward nominations for the Citizenship Awards as soon as possible.

The Town Clerk updated Councillors on a meeting they had attended with Neath Benefice who were asking if NTC would like to support creating a community base/shop for products for a subsidised sale which could take pressure off the Food Bank. **RESOLVED:** Members suggested discussing the request at the next Estates Committee Meeting.

Members were updated on the property re-valuations and insurance premium.

The Town Clerk informed the Meeting that the Showmen's Guild had asked if NTC could fly their flag for the week of Neath Fair. **RESOLVED:** It was proposed, seconded and agreed to fly their flag. A Member wished to thank the maintenance staff member and caretaker for fixing the flag pole at Neath Castle.

b. On correspondence received

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Correspondence received for action		Resolutions
An email from Welsh Government regarding the consultation 'A Fairer Council Tax'.	Do Council wish to respond?	A Member suggested putting all consultations in one list for Councillors to respond individually.
An email from One Voice Wales regarding extending the Well-being of Future Generations Act's well-being duty.	Do Members wish to submit a response?	-
An email from Emma Knight regarding Climate Emergency Declarations.	For consideration.	To be discussed at the relevant Committee Meeting.
An email from Harriet Eaton, Heritage Education Officer at Neath Library, regarding their Young Archaeologists' Club and asking for permission to take the group around Neath Castle grounds.	Can Members confirm this is acceptable?	Members agreed to support and allow the request.
An email from Bethan Walilay, Information Development Officer at NPTCBC, regarding the Dewis Wales Website.	Do Members wish to receive an update on Dewis?	Noted.
An email from Sam Bell at Holibobs Clothes Bank regarding placing a clothing bank in a car park.	Do Council wish to support?	RESOLVED: Councillors agreed there was no space in their car parks, so rejected the request.
An email from One Voice Wales regarding the Consultation on Audit Wales's proposal for fee rates and other aspects of the statutory fee regime for audit work.	Do Council wish to respond?	Councillors to respond individually.
An email from Daisy Tomkins at NPTCBC regarding planning application P2022/0605 for the felling of a tree at Neath Castle, and an email from Angela Hill regarding the tree felling.	Council to confirm their wishes –objection/no objection.	Members had no objections to the application.
An email from One Voice Wales regarding information on Cost of Living Support.	Cllrs to share this information.	-
Correspondence received for noting		
An invitation for the Mayor to attend their production of Shirley Valentine in September.		
An invitation for the Mayor to attend the Pontardawe Town Council Mayor's Civic Service.		
An invitation for the Mayor to attend the opening of Neath's Great September Fair on 7 th September.		
The Afon Nedd Ministry Area Parish of Neath Magazine – September 2022.		
An email from Melanie & Michael Allen thanking Neath Town Council for letting them use Neath Castle for wedding photos, and complimenting the cleanliness of the grounds.		
An invitation to the Neath Abbey Ironworks Open Days on 10 th & 11 th September.		
An invitation from NPTCBC for Councillors to attend the Battle of Britain 80 th Anniversary Exhibition on 5 th September.		
An email from Cllr. Sara Price regarding the amount raised for the Mayoress Appeal at the Party in the Park event.		
An phone call from Helen at The Rectory regarding their booking at Neath Town Hall and the noise level from the restaurant below.		
A letter from Sioned Williams AS/MS regarding anti-social behaviour in Neath Town Centre.		
An email from NPTCBC regarding an informal consultation to provide stakeholders/the community an opportunity to give the Local Planning Authority feedback on any of the Candidate Sites submitted for new development, redevelopment or protection in the Replacement LDP.*		
An email from Emma Knight commenting on Council's decision to donate to the Neath RFC event.		

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An email from Christopher Lewis and Michal Sieradzki regarding anti-social and unlawful conduct of road users on Pant Yr Heol.
An email from Boundary Commission for Wales regarding representations received during the secondary consultation period on Wales's proposed new constituencies.
An email from Jill Jordan regarding the Party in the Park event in Victoria Gardens.
An email from Transport For Wales attaching the Bwletin: June to July 2022.
An email from Calon Hearts attaching their August Newsletter.
The Safer NPT Business Crime Reduction Partnership newsletters.
An email from One Voice Wales regarding Local Places for Nature – Breaking Barriers funding.
An email from One Voice Wales attaching the Older People's Commissioner for Wales newsletter containing a special bulletin regarding the Cost of Living and providing helpful information about claiming Pension Credit.
An email from One Voice Wales regarding the new Resilient Communities Programme Grant.
An email from One Voice Wales regarding the section 6 biodiversity and ecosystem resilience duty. NTC have submitted its updated Section 6 reporting template and it's also available online. http://www.neathtowncouncil.gov.uk/Encourage Biodiversity 28931.aspx
An email from One Voice Wales regarding Nature Networks Fund.
An email from One Voice Wales attaching training dates.

Additional Correspondence received for action		Resolutions
An email from One Voice Wales regarding the Resourceful Communities Partnership survey on language and accessibility requirements.	Do Council wish to respond?	Councillors to respond individually.
Additional Correspondence received for noting		
An email from NPTCBC regarding Operation London Bridge. The Town Clerk stated that the alert level had increased and they were currently waiting for NPTCBC's policy. RESOLVED: Members agreed for the Town Clerk and NPTCBC to work together.		
Social Media information for Fly the Red Ensign for Merchant Navy Day.		
An email from One Voice Wales regarding the Ystadau Cymru Awards and Conference 2022.		
An email from One Voice Wales regarding the St David Awards.		

Cllr. J. Warman wished to discuss the email from NPTCBC regarding the consultation for feedback on any of the candidate sites submitted for new development, redevelopment or protection in the Replacement LDP*. Cllr. Warman asked that NTC object to certain sites – Cefn Saeson farm and the top of Ridgewood Gardens. **RESOLVED:** This was proposed, seconded and agreed to object.

FC2022/70 To review and agree income & expenditure movement for the month

a. Bills Awaiting Payment

Agreed.

The Finance Officer stated that a request had been received regarding increasing the contribution to a water bill as the Gardener had used more water during the Summer months. **RESOLVED:** It was proposed, seconded and agreed to increase the contribution to 50%. A Member asked that they look into having a water meter. **RESOLVED:** Agreed.

b. BACS Payment Schedule

Agreed.

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c. Barclays General Account

Agreed.

d. Inter Bank Transfers (Over 10K)

None.

e. New Supplier BACS Authorisation

Agreed.

f. Payroll

Agreed.

g. Bank Statement Reconciliation

Agreed.

The Finance Officer had given Councillors a copy of the framework for the budget that they would be discussing for 2023/24, so they could start thinking about their 'wish list'. **RESOLVED:** It was proposed, seconded and agreed to discuss the budget at all future Committee Meetings.

FC2022/71 To review and consider Planning Applications

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

P2022/0572 - Mr and Mrs Grant - 14 Curtis Street, Neath, SA11 1UW

P2022/0604 - Mr Harri Helvon-Hardy - 10 Victoria Gardens, Neath, SA11 3BE

P2022/0605 - Mrs Angela Hill - Neath Castle Grounds, Castle View, Neath, SA11 3LW

P2022/0608 – Ms E. McGinley - JCG Building, Milland Road Ind. Est., Neath, SA11 1NJ

P2022/0654 – Mr Tavis Knoyle – Unit 9 Gym, Quay Road, Neath, SA11 1SL

P2022/0408 – Ms Danielle Evans – 168 Cimla Crescent, Cimla, Neath, SA11 3PF

P2022/0653 – Mr David Pickering – Land adjacent to Cook Rees Avenue, Cimla, Neath

P2022/0668 – Mr Nigel Morgan – 16 Pandy View, Cimla, Neath, SA11 3RT

P2022/0669 – Mr Clive John Francis – 102 Mackworth Drive, Cimla, Neath, SA11 2QA

P2022/0692 – Mr Dyfan Williams, c/o Agents C2J Architects & Town Planners – 38-42 Wind Street, Neath, SA11 3HA

FC2022/72 To discuss any Member Issues and receive Reports from Members

a) on meetings they have attended on behalf of Neath Town Council

A Member updated the Meeting on the work taking place at Castle Drive.

b) on updates recommended for website, digital and social media platforms

None.

FC2022/73 To receive an overview of Health & Safety matters

The Town Clerk stated that they had met with the Health & Safety Representative and an update was given.

FC2022/74 To receive items from Members for the next Agenda

None.

FC2022/75 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.

Cllr. Mrs S Price, Lilly Kayes & Sara Wharmby left the Meeting.

FC2022/76 To discuss and review any:-

a) Investment Property Leasing matters including COVID arrears repayment matters

Members were provided with an update on arrears repayments and confirmed that there had been significant payment made. Two proposals were received for the following:-

6 Green Street – Agreed in principle with a recommendation for interested tenant to meet the full Lease cost. **RESOLVED:** Confirmed.

1-4 New Street (Unit 1) – Proposal agreed. **RESOLVED.** Proceed with Lease.

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Members discussed replacement door costs for 1 & 2 Town Hall. **RESOLVED:** Estimates to be obtained.

Dilapidations reports received and noted for 6 and 12 Green Street.

b) Correspondence

None (covered above).

c) Ongoing, Current and Future Commercial Contracts

1-4 New Street - PEDG Grant approval letter received with % listed.

FC2022/77 To receive an overview of any Staffing matters

Town Clerk confirmed a further one month extension to a current sick leave paper.

Town Clerk confirmed that Job Evaluation Training for all staff took place with One Voice Wales this morning.

FC2022/78 To fix a date and agree an Agenda for the next Meeting

Thursday, 6th October 2022 at 6pm

There being no further business, the meeting was closed.

Signed: _____

Dated: _____

DRAFT